

*LYLBURN DOWNING
MIDDLE SCHOOL
STUDENT
HANDBOOK*

2019 - 2020

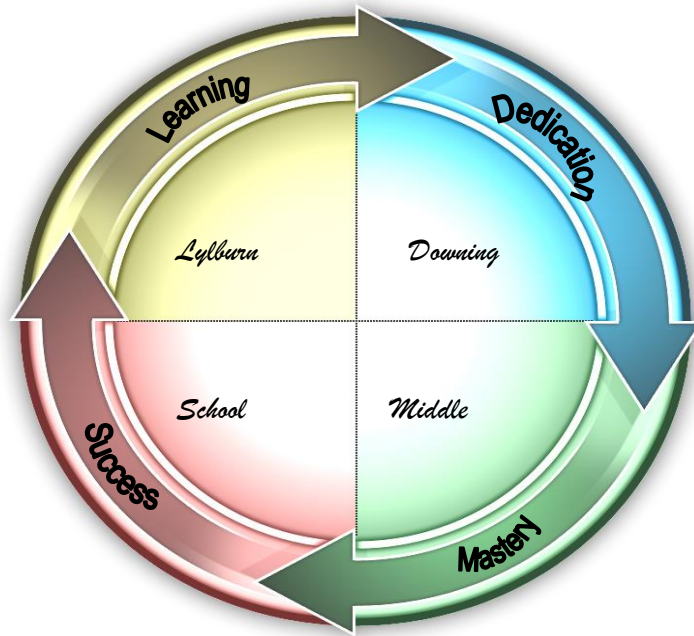
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Learning... Dedication... Mastery... Success



School Beliefs

1. A safe and physically comfortable environment promotes student learning. **Learning**
2. Students learn best when they are actively engaged in the learning process. **Mastery**
3. Curriculum and instructional practices should incorporate a variety of learning activities to accommodate differences in learning styles. **Learning & Mastery**
4. Positive relationships and mutual respect among and between students and staff enhance a student's self-esteem. **Success**
5. Students' learning needs should be the primary focus of all decisions impacting the work of the school. **Learning**
6. The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners. **Dedication**

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2019 - 2020

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Resource

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Karen Doyle, Music/Band/Chorus
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Paraprofessionals

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2019 – 2020

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LYLBURN DOWNING MIDDLE SCHOOL CALENDAR

2019-2020

August 1	New Teachers Report
August 5	Division In-Service
August 6 - 9	Teacher Workdays
August 12	First Day of School
September 2	Labor Day – School Closed
September 11	LDMS Interim Grades Due @ 3:00 p.m.
September 16	LDMS Interim Reports Sent Home
October 11	End 1 st Grading Period
October 14	No School - Teacher Workday
October 15	Begin 2 nd Grading Period
October 15	Grades Due @ 8:00 a.m.
October 21	LDMS Report Cards Sent Home
October 24	1:00PM Closing, LDMS Parent-Teacher Conferences 1:00-6:00PM
October 25	Parent-Teacher Conferences – No School for Students
November 13	LDMS Interim Grades Due @ 3:00 p.m.
November 18	LDMS Interim Reports Sent Home
November 26	1:00PM Closing
November 27-29	Thanksgiving Break
December 20	End of 2 nd Grading Period and 1 st Semester; 1:00PM Closing
December 23 – Jan 3	Winter Break
January 2	No School – Teacher Workday
January 3	No School – Division In-Service
January 6	School Reopens, Begin 3 rd Grading Period – Begin 2 nd Semester
January 6	Grades Due @ 8:00 a.m.
January 13	LDMS Report Cards Sent Home
January 20	School Closed – Martin Luther King Day
February 5	LDMS Interim Grades Due @ 3:00 p.m.
February 10	LDMS Interim Reports Sent Home
February 17	Holiday – No School for Students
March 13	End 3 rd Grading Period
March 16	No School – Teacher Workday
March 17	Grades Due @ 8:00 a.m.
March 17	Begin 4 th Grading Period
March 23	LDMS Report Cards Sent Home
April 6-10	Spring Break
April 22	LDMS Interim Grades Due @ 3:00 p.m.
April 27	LDMS Interim Reports Sent Home
May 25	Schools Closed – Memorial Day
May 28	Last Day of School, End 4 th Grading Period and 2 nd Semester – 1PM Closing
May 29	Teacher Workday, Grades Due @ 3:00 p.m. Report Cards will be mailed out the week of June 1 st

LYLBURN DOWNING MIDDLE SCHOOL BELL SCHEDULE

First Bell	8:10
Pd 1	8:15-9:07
Pd 2	9:10-10:00
Pd 3	10:03-10:53
Pd 4	10:56 – 12:13
	<i>A Lunch: 10:56-11:20</i>
	<i>B Lunch: 11:49-12:13</i>
S.S.R.	12:16-12:25
Pd 5	12:25-1:14
Pd 6	1:17-2:07
Pd 7	2:10-3:00

Attendance

Chronic Absenteeism

The Virginia Department of Education defines chronic absenteeism as missing ten percent or more of the school year for any reason. Missing ten percent of the school year calculates as missing just eighteen (18) school days or two days per month. Missing school can translate into third graders unable to master reading, sixth graders failing courses and ultimately, teens dropping out of high school. In fact, research indicates students who are chronically absent for just one year are three times more likely to drop out of school. We ask that you partner with us to help your child succeed in school by building good attendance habits.

Absences

A student will be declared absent when he/she is not at school or in class for any reason other than a school sponsored activity that takes them physically away from the school site. Failure to be at school or in class for any reason, whether an absence is excused or unexcused, is still considered an absence. The determination of whether an absence is excused or unexcused and the associated ramifications are the decision of the school administration.

Additionally, to be considered present, a student must be in attendance at least 50% of the school day.

Excused Absences

- Personal illness;
- Death in the family; or
- Dental and doctor appointments. The student must provide a statement from the doctor or dentist office upon returning to school.

All other absences will be considered unexcused and will be referred to the principal for appropriate action. Please call the office by 9:00 a.m. if your child will be absent from school. If a

call is not received from the parent, a staff member will call the parent/guardian of each student who is absent on a particular day.

Pre-Arranged Absences

Planned absences should be arranged at least three school days in advance of absence with approval of the principal. A pre-arranged absence form may be obtained from the main office. The student is responsible for securing and completing all assignments. For absences of more than three days, students need to secure a make-up calendar and schedule for all classes. All makeup schedules need to be arranged the first day of returning to school. Any assignments not completed within the arranged time frame will be scored as zeros.

Make-up Work

On the second day of an absence, parents/ guardians may request work that has been missed by calling the main office. This work may be picked up in the main office after 3:00 PM on the day of the request, provided the request is made before 9:00 AM. It is the student's responsibility to request any missed assignments, schedule make-up tests, quizzes, labs, etc. the day of their return to school. It shall be the responsibility of the student to complete assigned make-up work within one school day for every day missed (Example: miss 3 days, 3 school days to make up the work) unless the teacher extends his/her time. Teachers shall have the discretion to extend the time limit because of extenuating circumstances. Typically, assignments due on the date of an absence are due the first day of the student's return to school unless they did not receive advanced notice due to other absences. **Likewise, students who are absent on the day of a test or quiz should be prepared to take the test or quiz on the first day of their return to school, unless they did not receive advance notice due to other legitimate absences. The teacher or administrator may extend the time limit for make-up work due to extenuating circumstances.**

Daily Schedule

School hours are 8:15AM to 3:00PM. The building is open each morning at 7:50AM. Parents should not drop off students prior to 7:50AM. **Office hours are 8:00AM to 4:00PM.** Students are expected to exit the building at 3:00PM unless working with a teacher or attending an activity. Students will not be allowed to roam the building before or after the school day.

Students arriving prior to 8:10AM must report to the cafeteria or gymnasium. Students are to remain in the cafeteria or gymnasium until 8:10, at which point they will be dismissed to class. Students are expected in class by 8:15. They will be considered tardy after the 8:15 bell. Excessive tardiness will result in an office referral with potential extended-day consequences.

If arrangements are made with a teacher for assistance, the student will report directly to the teacher's classroom.

Students who have not been picked up by 3:15PM must remain by the entrance area.

Please do not block the driveways of our neighbors when dropping off or picking up students.

Deliveries for Students

Faculty and staff are not available to make deliveries to students. If a student knows that an item (lunch, homework, PE clothes, etc.) is being delivered to the office, the student is responsible for checking between classes to pick up the item.

Messages will be delivered to students during lunch and at the end of the day prior to afternoon announcements. LDMS will not interrupt instructional time for messages except in emergency situations.

Visitors

All visitors must sign in at the office upon arrival at LDMS to receive a VISITOR'S BADGE. **Student visitors are not permitted.** Anyone wishing to meet with a teacher is required to make arrangements in advance.

Lockers

Individual lockers in the hall and gym are available to all LDMS students. Hall lockers are assigned to students the first day of school and are designed to hold backpacks, books, school supplies, and limited personal items. Students are responsible for the security of their own belongings and valuables. During PE, students should secure all personal belongings other than clothing in their hall lockers. Gym lockers are not large enough to accommodate large items (i.e. backpacks, large coats); these items should not be left unsecured in the locker room. Students must safeguard their own belongings by locking their lockers and keeping their combinations secret. Only school-issued padlocks may be used in the PE locker rooms. The sharing of lockers is prohibited, as students are responsible for the contents of the lockers to which they have been assigned. Students are discouraged from bringing large sums of money or any items of value to school. Although LDMS cannot assume responsibility for any lost, stolen, or damaged items, such incidents reported to an administrator will be investigated. Lockers are school property and remain at all times under the control of the school. They are not to be defaced by markers, stickers, tape, etc. or subjected to the use of excessive force. Students will be held financially responsible for repairs needed to their locker as the result of intentional damage or negligence.

Parents will not be allowed to access student lockers during the school day.

Searches

LDMS also reserves the right to search lockers when deemed necessary. Moreover, they also reserve the right to search book bags and other personal property when there is reasonable suspicion that property will be found that violates school policies and regulations, or may be harmful to the school or students. Students may be required to empty their pockets as well.

In an effort to ensure that LDMS maintains a safe learning environment, any articles which violate law or school rules, will be confiscated and appropriate disciplinary action taken.

Prohibited Items

Students are not to have hats or electronic devices (unless used for class assignment) on their person during the school day. Gum is not allowed at school. In general, items that present potential safety concerns or that create a distraction to other students and disrupt the educational

process, should not be brought to school. Specific items prohibited at LDMS include (but are not limited to) the following: card collections, lighters/matches, firearms, pocket knives of any size and laser pointers. Before entering the building, any electronic device that was used on the way to school must be turned off and placed out of sight, unless used in a class assignment with the teacher's permission. Once students are dismissed to report to their lockers, these items should be secured in the student's locker and remain there until the end of the school day. Students also are not permitted to bring open drink containers to school. Large sums of money should be kept at home. Additional items prohibited at school are addressed in the Code of Conduct. These items may be confiscated and held at the discretion of the principal. Students are not permitted to use or display cell phones, or other portable communication devices during regular school hours. Such devices will be considered to be "in use" if they are on, sending or receiving a call or text message or being used to take, display, or send photos/videos, etc. During the school day, these items should be secured in the student's locker.

Posters

Posters or other information cannot be displayed in the building or on school grounds unless approved by the principal. Posters advertising an activity or event must be removed immediately following the activity or event.

Hall Passes

Students are not permitted in the halls without a pass while classes are in progress.

Backpacks

Students will not be allowed to carry backpacks to classes. Students will place backpacks in their lockers upon arriving to school. Students will carry the necessary material with them to class. Students will be allowed to go to their lockers between classes and before and after lunch.

Prohibited Activities

In addition to the student behaviors addressed by the Code of Conduct, specific activities prohibited at LDMS include (but are not limited to) the following:

- Buying, selling or trading items while on school property.
- Sharing and borrowing of clothes.
- Public displays of affection including inappropriate touching and kissing.

Any unwelcome sexual advances or other inappropriate verbal or physical conduct of a sexual nature is considered harassment and is strictly prohibited by the Code of Conduct.

Initiating or participating in the production of written instruments or electronic communications that promote or encourage derogatory “ratings” of, or defamatory statements about other students, is strictly prohibited. Such activity is disruptive, creates an intimidating, hostile, and

offensive environment, and will not be tolerated. Any student engaged in this activity will be subject to disciplinary action in accordance with the Code of Conduct.

Homework Policy

Homework is assigned at the discretion of the teacher and is in accordance with the needs of the class. Homework is not assigned for disciplinary purposes.

Students are encouraged to record homework assignments in the student planner provided by LDMS. It is recommended that parents encourage their children to utilize the planner and to check it regularly.

Grading Policy

Report cards will be sent home at the end of each nine weeks. Report card envelopes are to be signed by a parent and returned to the student’s first period teacher. At the midpoint of each grading period, interim reports will be mailed home ***only if your child is in danger of failing the grading period***. All grades will be available online through Parent Portal. The interim reports must be signed by the parent /guardian and returned to the teacher.

Grading Scale:

A	90-100
B	80-89
C	70-79
D	60-69
F	60 and below

Semester Exams

Semester exams will be given in academic subject areas. Exams in other subject areas may be given. The exams will count for 20% of the semester grade.

Testing

Students enrolled in public middle schools in Virginia are required to take certain Standards of Learning (SOL) tests. According to the Virginia Department of Education's website, www.doe.virginia.gov, these standards "represent a broad consensus of what parents, classroom teachers, school administrators, academics, and business and community leaders believe schools should teach and students should learn."

The following SOL assessments are given at LDMS:

6th grade:

- Reading
- Mathematics

7th grade:

- Reading
- Mathematics
- Civics & Economics

8th grade:

- Reading
- Writing
- Math 8 or Algebra 1
- World History 1
- Science

Scores between 400 and 499 are considered passing. Scores between 500 and 600 are considered advanced. Scores below 400 are considered not passing. Sixth and seventh grade LDMS students who do not pass a reading and/or math SOL may be required to remediate during the school year.

Promotion Policy

The Lexington City School Board holds the philosophy that every student is an individual with worth and dignity. In keeping with this philosophy, the Board directs that each decision regarding student promotion or retention is made on an individual basis with first consideration given to the emotional well-being of the student in question and the instructional benefit to be gained by the student. Promotion is not considered a reward and retention is not considered a punishment.

Accordingly, the following are intended to assist in the decision-making process. Parents, teachers and administrators are to consider these guidelines along with all other extenuating circumstances in making final decisions relative to the promotion or retention of individual students.

SOL test scores will be considered as part of a multiple set of criteria for determining the advancement or retention of students.

Students not passing any portion of the SOL battery tests will be required, the following year, to participate in a remediation program that includes enrollment in academic labs to address specific areas of concern; and promotion, placement or retention will be the decision of the principal with staff and parental input. If an eighth grade student does not pass all segments of the SOL test battery, a face-to-face meeting with the student, parent(s), and school officials is required prior to

the student's placement or promotion to ninth grade.

To be promoted to the next grade, a middle school student must:

- Pass both language arts and mathematics and either science or social studies.

School Nurse

The school nurse will administer medications, investigate and evaluate student complaints of illness, evaluate and treat injuries, and make other health-related decisions. Students may be referred to the school nurse for a variety of health-related concerns. Students also may schedule an appointment with the school nurse to ask health-related questions.

We make every effort to safeguard your child's health at school. If a child becomes ill during school hours or is injured to the degree that class work cannot be resumed, parents will be notified by phone and their desires acknowledged. Quick parental response is important for the well-being of the child. When a parent or guardian cannot be reached, the student will be transported by ambulance to an appropriate medical facility and accompanied by a nurse, administrator or designated faculty member. **It is important to keep the office informed of new phone numbers, changes in your preferred emergency procedures, changes in your child's health, new medications, or anything else that impacts his or her well-being at school.**

Control of Communicable Disease and Illness

Your child's good health is important. Please do not send your child to school if any of the following symptoms or signs are present in the previous twenty-four hours:

- Elevated temperature (100 degrees or greater)
- Acute cold, sore throat, or persistent cough
- Vomiting, nausea, or severe abdominal pain
- Repeated diarrhea
- Pus-like discharge from the nose or eyes OR red, inflamed eyes/lids
- Suspected and untreated impetigo, scabies, ring worm or lice.

Medications

Students may not have any type of medication (including cough drops, vitamins, etc.) in their possession while on school grounds. "Self-administration of any medication, prescription or non-prescription, is prohibited for students in grades kindergarten through eight". All doctor-prescribed medications, as well as non-prescription ("over-the-counter") medications, must be taken under the supervision of school personnel. If a student must take medication during school

hours, parents are requested to deliver the medication to an administrator, school nurse or the administrative assistant in the main office. A medication form should be completed according to the guidelines that follow (forms may be obtained on line or from the main office). All medications should be in their original container and clearly labeled with the student's name. Written permission to administer any medication must include the name of the medication, the required dosage of the medication, and the time(s) the medication is to be given. School personnel will follow procedural guidelines for the administration of medications. An area has been established in the nurse's office for the storage and administration of medication.

Parents should pick up any unused medications at the end of the school year; medication will not be given to the student to deliver home. The school nurse will dispose of medications not picked up by the end of the last day of school.

Prescription Medications - School personnel may give oral prescription medication to students only with a physician/dentist/licensed nurse practitioner's written order **and** written permission from the student's parent or guardian.

Non-prescription Medications - School personnel may give oral non-prescription medication to students only with written permission from a physician/dentist/licensed nurse practitioner **and** written permission from the student's parent or guardian.

Exceptions for Certain Medications -Medications needed in a medical emergency such as inhalers, epi-pens or glucose tablets may be kept in the possession of a student and may be self-administered only with a physician/licensed nurse practitioner's written order **and** written parental permission that are on file at the school. Students who have any medication in their possession while at school in violation of the medications policy may face serious disciplinary action. Sharing, borrowing, distributing or selling any medication (prescription or non-prescription) is prohibited. Any student engaged in this activity will be subject to disciplinary action in accordance with the Code of Conduct and the Alcohol and Other Drugs Policy. Additionally, permission to self-administer prescription or non-prescription medications may be revoked if the student violates this policy. Sharing and distributing prescription medication may result in a recommendation for expulsion.

Shuttle Bus Services

Lexington City Schools is pleased to offer shuttle bus service to and from each of our schools, both in the morning and afternoon. The schedule for the shuttle bus is below:

Morning Schedule:

7:40 a.m. – Bus Leaves LDMS to transport elementary school students to WES

7:55 a.m. – Bus Leaves WES to transport middle school students to LDMS

Afternoon Schedule:

2:55 p.m. – Bus Leaves WES to transport elementary school students to LDMS

3:10 p.m. – Bus Leaves LDMS to transport middle school students to WES

*In order to be most efficient, the bus will adhere to the schedule outlined above.

Rules for Bus Riders:

Students are responsible for helping the regular or substitute driver with three important aspects of transportation – safety, order, and the rights of others. The following general rules are established to assist you while on the bus.

1. Wait until the bus comes to a complete stop before approaching the bus.
2. Enter the bus orderly; avoid shoving, crowding and disturbing others.
3. Use the hand rail(s) to assist going up the steps.
4. When the bus is in motion do not stand or move from seat to seat or walk in the aisle.
5. Remain seated until the bus stops.
6. Avoid talking to the driver while the bus is moving.
7. Keep your arms, head, or other extremities inside the bus.
8. Objects should not be thrown inside or out of bus windows.
9. Talking should be at a conversation level, free of profanity, never loud or boisterous.
10. Always treat fellow riders with courtesy.
11. Bus aisles and/emergency exits must be clear at all times. Book bags, band instruments, athletic equipment, other school or personal items, feet and legs should not block aisles.
12. Help keep the interior of the bus clean by putting trash in its proper receptacle.
13. All items should be in a book bag and secured.

14. School bus drivers are prohibited from making unauthorized stops for students.

15. The use of tobacco products by riders on the school bus is prohibited by State Board of Education Regulations.

16. Avoid bringing bottles or other breakable objects onto the bus.

17. Avoid eating or drinking on the school bus.

18. Electronic music devices may be permitted if using headsets or ear buds and does not interfere with the safety, order and rights of other students.

17. Damage done to seats or other bus equipment will be paid by pupil(s) involved.

All riders are subject to being recorded by video equipment. Behavior recorded may be reviewed for disciplinary action by appropriate school personnel.

School Activities

LDMS offers students a variety of activities including clubs and athletics. Students are encouraged to become involved in these activities.

Participation in activities is a privilege and all school rules and guidelines apply at all school activities. *See "Athletics/Sports Clubs" for further guidelines.*

When participating in an after school activity, students must plan to have transportation provided at the correct time. Sponsors and coaches cannot leave until all students they are supervising have left the campus. If transportation is a problem, discuss it with the sponsor/coach prior to the event in order to make arrangements. Please do not detain the sponsor/coach. If tardiness in picking up a student continues, the student will no longer be able to participate in after school events.

Field Trips

Field trips are an important part of the school experience. LDMS encourages teachers to use resources available outside the school environment to enhance the learning process. **Student participation may be restricted due to behavioral problems and concerns.** In general, students with suspensions, repeated detentions or repeated behavioral problems may not be allowed to participate in field trips or activities.

School Dances

School dances are designed to provide students with the opportunity to socialize and meet new friends. Socials will be held after school (usually on a Friday). Information regarding dances (date/times/type) will be sent home throughout the year.

School staff and parent volunteers monitor dances. Students are not permitted to leave the dance and reenter while the dance is in progress. All school rules and guidelines apply at a school dance.

Students with a recent suspension *within the nine week grading period*, repeated detentions, excessive absences or behavioral problems will not be allowed to attend these activities.

Participation in Student Activities When Absent

Students who are absent from school are not permitted to participate in after school activities or events that day. The principal may review special circumstances. Students may also be prohibited from participation for disciplinary reasons.

Athletics/Club Sports

The purpose of athletics and clubs at Lylburn Downing Middle School is to provide opportunities for boys and girls to develop teamwork, skill development and self-esteem.

The following sports are available at Lylburn Downing Middle School:

- Boys Basketball
- Girls Basketball
- Cheerleading

Eighth grade athletes may be invited to participate in sports at Rockbridge County High School if that sport is not offered at LDMS.

Any student in good academic and behavioral standing at LDMS may try out for these sports.

The following clubs are available at Lylburn Downing Middle School (determined by the availability of a volunteer coach):

- Boys Tennis
- Girls Tennis
- Girls Volleyball

The following sports are also available to Lylburn Downing Middle School students through Maury River Middle School:

- Cross Country
- Wrestling
- Outdoor Track

Any student in good academic and behavioral standing attending LDMS may participate in these clubs.

Participation:

Students are expected to have a signed permission slip on file at LDMS.

Insurance - It is the responsibility of each parent/student to provide insurance for each activity. Lylburn Downing Middle School is not responsible for individual insurance.

Physical Examinations – Beginning August 1, 2018, all students must have a “Virginia High School League (VHSL) Physical Form” completed by their physician prior to trying out or participating in their sport. Please contact your child’s coach or the school office for a form.

Students are expected to attend all practices and games unless they have personally notified their coach or sponsor.

Athletes are expected to be active members in the classroom, fulfilling all requests and assignments at a satisfactory level. Behavior problems will not be tolerated.

Students must maintain a “C” average (cannot be failing any subject) in order to try out or participate in team or club sports at LDMS. Grades will be checked when tryouts or the first practice is held. During the season, grades will be checked at the end of the grading period and when interims are sent home. Students not maintaining a “C” average will be considered ineligible.

Ineligibility:

Failure to comply with the above expectations will result in temporary, long term or permanent suspension from the team or club. Teachers, coaches and administrators will make the decision.

Scholastic Records

The content of the scholastic record shall be limited to data needed by the school to assist the student in his/her personal, social and educational placement. The scholastic records for students are located in the guidance office and stored in a locked and secure area. The scholastic records for students are maintained in accordance with local policy, the State Department of Education and federal regulations.

Information maintained within cumulative records shall include the following:

- Name and address of student
- Birth date
- Name and address of parent/guardian
- Scholastic work completed
- Level of achievement (grades)
- Attendance
- Standardized Achievement Test scores
- Results of required standardized group tests and inventories
- Health-physical fitness data, including pre-school physical exam and certification of immunization.

Certain students requiring differentiated programs and/or special services such as gifted, handicapped, etc. shall have a confidential file containing the following:

- Reports of assessments
- Testing and Placement permission
- Record of parent conference to discuss special education placement
- Eligibility committee recommendations
- Permission to release information
- Annual review report of placement
- Appeals and Reports
- IEPs

The following information has been established as directory information by the school board:

- Student name
- Parent/guardian name
- Address of student
- Picture related to school sponsored activities
- Participation in school sponsored or recognized activities or sports
- Height, weight, if member of athletic teams
- Grade level
- Awards and honors received
- Post Secondary educational plans

Cafeteria

Lexington City Schools provide a hot lunch program. Students may participate or bring lunches from home. School lunches and/or packed lunches are to be eaten in the cafeteria.

Information regarding free or reduced breakfast/lunch is provided to all students at the beginning of the school year and is available in the main office throughout the school year. The prices for this school year are as follows:

Student Breakfast	\$1.00
Reduced Breakfast	\$0.30
Adult Breakfast	\$1.35
Student Lunch	\$2.65
Reduced Lunch	\$0.40

Adult Lunch	\$3.25
Milk	\$0.40

Students may substitute a chef salad or a peanut butter and jelly sandwich for the lunch entrée, and/or purchase a la carte items to supplement their regular lunch. Snack items are available for purchase in the cafeteria during both lunch periods.

Students are expected to report to the cafeteria for their assigned lunch period and to arrive on time. Students may bring food items from home, but they are not permitted to leave school grounds for lunch or have food brought to them from a restaurant. **Energy drinks, and glass containers are not permitted in the cafeteria or anywhere else in the school.** Students are expected to adhere to the following rules of conduct in the cafeteria:

Students are not permitted to save seats for other students.

Remain seated in the same seat throughout the lunch period except to discard trash/return trays or purchase additional food items. Socialize with friends in an orderly manner.

Students must wait until everyone has had an opportunity to go through the serving line before purchasing additional food items.

Consume all food and beverages while in the cafeteria. Students may not take food or drink from the cafeteria to any other area of the building.

Dispose of trash and recyclables in the appropriate containers; each tray should be returned to the appropriate area by the student who used the tray.

Tables and floors around the area where students eat should be kept free from food and trash.

Students will remain in the cafeteria until dismissed.

Textbooks

Lexington City Schools furnishes textbooks for all students at no cost. Students and parents are responsible for all damaged or lost textbooks.

Unscheduled School Closings

If at any time it becomes necessary to close schools due to emergencies or bad weather conditions, a decision will be made by school officials and announced on the local radio and television stations listed below. An Instant Alert message will also be done through our Honeywell Instant Alert System and include specific closing information. **If you have not done so, please go online to Honeywell Instant Alert and sign up to receive these announcements.**

WDBJ-TV (Channel 7)
WSLS-TV (Channel 10)
WSET-TV (Channel 13)
WMRA RADIO (FM 89.9)
WREL RADIO (FM 96.7 / AM 1450)
WSLQ Q99, WXLK K92FM, STAR Country 94.9FM, WFIR 960AM
STAR RADIO (FM 94.3)
LEXINGTON CITY SCHOOLS WEBSITE (www.lexedu.org)
HONEYWELL INSTANT ALERT

Crisis Situations and School Safety

Procedures for parents when picking up students during a crisis situation

- school is one of the safest places for students during most crises or natural disasters;
- students will be advised of and allowed to practice procedures relating to crisis situations;
- pick-up and dismissal procedures may vary depending on the crisis situation.
- parents should **NOT** phone the school and tie-up the telephone lines that will be needed for emergency use;
- parents should wait for instructions to pick up their children; and
- parents will be notified of the crisis situation and dismissal changes via the instant alert system;
- it may be necessary to evacuate students to an alternative site; and parents will be informed of these instances and informed of how to pick up their children.

Authorization to Release Children in an Emergency

Our school has developed an emergency plan that deals with school crises. This plan has been developed in compliance with the division policy. The emergency plan is devoted to the welfare and safety of students and staff during school hours.

Should there be an emergency at school such as a fire, tornado, explosion, etc., your child may be required to remain in the care of the school until it is deemed safe by an Emergency Services authority that the child can be released. At that point, children may be released only to properly authorized parents and/or designees. Therefore, please list on the school emergency card at least two names (other than parents) of people who may pick up your child. (Be sure to list local telephone numbers and addresses). Be sure to notify those persons listed that you have authorized their supervision in case of an emergency.

In the event that you should be unable to come to school, it is essential that others be designated to care for your child. Your child will not be released to the care of unauthorized persons. We appreciate your cooperation in this important matter.

Tips for Parents to Help Create Safe Schools

- Discuss the school's discipline policy with your child. Show your support for the rules, and help your child understand the reasons for them.
- Involve your child in setting rules for appropriate behavior at home.
- Talk with your child about any violence he or she sees--on television, in video games, and possibly in the neighborhood. Help your child understand the consequences of violence.
- Teach your child how to solve problems. Praise your child when he or she follows through.
- Help your child find ways to show anger that do not involve verbally or physically hurting others.
- When you get angry, use it as an opportunity to model these appropriate responses for your child--and talk about it.
- Help your child understand the value of accepting individual differences.
- Note any disturbing behaviors in your child. For example, frequent angry outbursts, excessive fighting and bullying of other children, cruelty to animals, fire setting, and frequent behavior problems at school and in the neighborhood, lack of friends, and alcohol or drug use can be signs of serious problems. Get help for your child. Talk with a trusted professional in your child's school or in the community.
- Keep lines of communication open with your child--even when it is tough. Encourage your child to tell you where and with who he or she will be. Get to know your child's friends.
- Listen to your child if he or she shares concerns about friends who may be exhibiting troubling behaviors. Share this information with a trusted professional, such as the school counselor, principal, or teacher.
- Be involved in your child's school life by supporting and reviewing homework, talking with his or her teacher(s), and attending school functions such as parent conferences, class programs, open houses, and PTA meetings.
- Volunteer to work with school-based and community groups concerned with violence prevention.
- Talk with the parents of your child's friends. Discuss how you can form a team to ensure your children's safety.
- Find out if your employer offers provisions for parents to participate in school activities.

(Source: Early Warning, Timely Response: A Guide for Safe Schools.)

Action Steps for Students

Students can do many things to help create safe schools. Talk to your teachers, parents, and counselor to find out how you can get involved and do your part to make your school safe.

- Listen to your friends if they share troubling feelings or thoughts. Encourage them to get help from a trusted adult—such as a school counselor, teacher, principal, or other community leader. Share your concerns with your parents.
- Create, join, or support student organizations that combat violence.
- Work with local businesses and community groups to organize youth-oriented activities that help young people think of ways to prevent school and community violence. Share your ideas for how these community groups and businesses can support your efforts.
- Participate in violence prevention programs such as conflict resolution.
- Employ your new skills in other settings, such as the home, neighborhood, and community.
- Work with your teachers and administrators to create a safe process for reporting threats, intimidation, weapon possession, drug selling, gang activity, graffiti, and vandalism.
- Help to develop and participate in activities that promote student understanding of differences and that respect the rights of all.
- Volunteer to be a mentor for younger students and/or provide tutoring to your peers.
- Know your school's code of conduct and model responsible behavior. Avoid being part of a crowd when fights break out. Refrain from teasing, bullying, and intimidating peers.
- Be a role model — take personal responsibility by reacting to anger without physically or verbally harming others.
- Seek help from your parents or a trusted adult — such as a school counselor, principal, or teacher — if you are experiencing intense feelings of anger, fear, anxiety, or depression.

(Source: *Early Warning, Timely Response: A Guide for Safe Schools.*)

Guidance and Counseling

School counseling programs support the Standards of Learning by providing guidance to students in their academic, career and personal and social development. School counselors collaborate with parents, teachers, administrators and others to promote learning and help students establish and achieve their education, career and personal goals. School counselors provide leadership to ensure that students benefit from effective strategies and services aligned with the Standards for School Counseling Programs in Virginia Public Schools. The standards are organized by grade level under the following goals:

- **Academic Development** – Students will acquire the academic preparation essential to choose from a variety of educational, training and employment options upon completion of secondary school.
- **Career Development** – Students will investigate the world of work in order to make informed career decisions.
- **Personal/Social Development** – Students will acquire an understanding of, and respect for, self and others and the skills to be responsible citizens.

Students and their parents/guardians are encouraged to discuss any concerns, questions, and or/suggestions with the counselor. Parents/guardians may review, upon request of the counselor, any materials used by the department. Parents/guardians may notify the guidance department, in writing, if they do not want their child to participate in the personal/social-counseling program.

Student Conduct

In conjunction with creating and maintaining a positive, challenging learning environment and a climate conducive to the development of a positive self-image, the safety and well-being of students and staff are primary concerns. Early adolescents typically are in the process of defining themselves and testing boundaries. In middle school, students have more opportunities to act independently and assume more responsibility for their work and conduct. The development of self-discipline becomes paramount at this level. Consequently, maintaining clear and consistent guidelines for behavior and enforcement of consequences are important responsibilities of middle school education. ***Students may never leave school grounds without permission.***

Students are expected to know and comply with the Lexington City School Division's Student Code of Conduct. The policies apply to any student who is in or on school property, in a private vehicle on school property, in attendance at a school-sponsored activity including field trips, as well as going to/from school. In addition to these policies, the following general rules of conduct will govern daily behavioral expectations:

- Maintain regular class attendance.
- Report to class on time.
- Have the materials and assignments needed for each class.
- Participate actively in all classes, and ask questions if directions or assignments are not clear; put forth best effort.
- Show respect for staff, and comply with the reasonable requests of any school employee the first time.
- Respect the rights and differences of others.
- Be responsible for personal and school property.
- Report incidents of bullying to a staff member. Bullying will not be tolerated at LDMS.
- Promote school spirit by supporting and contributing to school-sponsored activities and events.

Students involved in multiple incidents of disruption, fighting, and/or other repeated violations of the Student Code of Conduct will be considered for recommendation to the School Board for long-term suspension or expulsion. This does not preclude a recommendation by the school administration for long-term suspension or expulsion in the case of a single serious incident.

Electronic Devices

Students may not possess iPods, tablets (IPAD, Nook, Kindle, etc.), televisions, laser pointers, beepers, **CELL PHONES** or any other portable devices while school is in session, or engaged in or

attending a school sponsored event unless approved in writing by the principal. Such items will be confiscated.

Students in possession of electronic devices will have the item confiscated and be given disciplinary action. First offense, the item will be confiscated, and the student will pick the item up at the main office. Second offense, the item will be confiscated and a parent will pick it up at the end of the school day. Further disciplinary measures will be taken for subsequent infractions. Students who do not relinquish the item will have their parent contacted and receive a one day out of school suspension.

Student Conduct in the Hallway

When moving through the halls of LDMS, stay to the right. Students are not to sit in the hallways. Horseplay and running are not allowed. Students are to refrain from making loud noises.

Dress Code

The purpose of the dress code at Lylburn Downing Middle School is to provide guidance to students and parents as to appropriate attire for school and school functions. The intent of the dress code is to promote the best learning environment for and to ensure the safety of our students, while at the same time allowing for reasonable student individuality and expression. If a student violates the school dress code, the student will be asked to go to the office where he or she will be asked to change and/or contact a parent. Clothing worn at school should follow the following guidelines:

1. Student dress should be neat and clean.
2. Shoes must be worn at all times.
3. Sneakers are to be worn in physical education class.
4. Hats may not be worn in the school building.
5. Undergarments may not be visible at any time.
6. Clothing must cover the torso, and tops must have arm holes.
7. There should be no inappropriate pictures or printing on clothing.
8. Other rules may be necessary to promote and maintain a productive learning environment.

Dress is a personal and sensitive issue; therefore, enforcement must be done in a respectful, business-like manner. Whenever possible, students should be dealt with privately to avoid embarrassment or humiliation. The procedure for enforcement of the dress code will be as follows:

- Turn inappropriate clothing inside out;

- Change into clothing that may be provided by the school;
- Have other clothing brought to the school;
- Sit out of an activity; and/or
- Be assigned to an area of the school that is removed from the mainstream.

Parents/guardians will be notified by phone of any dress code violations that occur. Repeated violations of dress code by students will warrant further disciplinary measures that include In-School and Out-of-School Suspension.

Discipline

The faculty, staff and administration believe helping students develop self-discipline must be a team effort. If the school is to achieve its goal of preparing students to succeed and be contributing members of society, it is the responsibility of both the school and parent/guardian to provide the guidance necessary. While such self-discipline is not quickly or easily accomplished, students must know that the school and family are working together to provide guidance and direction.

When a student displays behavior which is not acceptable, a response from the teacher or principal should be expected. Below are listed disciplinary options available to the school faculty and staff:

- Before school detention
- After school detention
- Lunch detention
- ISS (Main Office Conference Room)
- OSS
- Other arrangements that would be scheduled with families of the students

Discipline issues will be communicated to parents/guardians in a timely manner. When a student receives an office referral, the principal will contact the student's parent/guardian to discuss appropriate consequences.

PROHIBITION AGAINST HARASSMENT AND RETALIATION

I. Policy Statement

The Lexington City School Board is committed to maintaining an educational environment and workplace that is free from harassment. In accordance with law, the Board prohibits harassment against students, employees, or others on the basis of sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. The Lexington City School Board is an equal opportunity employer.

It is a violation of this policy for any student or school personnel to harass a student or school personnel based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such

characteristic exists at school or any school sponsored activity. Further, it is a violation of this policy for any school personnel to tolerate harassment based on a student's or employee's sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status or genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity, by students, school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities.

For the purpose of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the School Division.

The school division

- promptly investigates all complaints, written or verbal, of harassment based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity;
- promptly takes appropriate action to stop any harassment;
- takes appropriate action against any student or school personnel who violates this policy; and
- takes any other action reasonably calculated to end and prevent further harassment of school personnel or students.

II. Definitions

A. Harassment Based on Sex

Harassment based on sex consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication, which may include use of cell phones or the internet, of a sexual nature when

- submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education;
- submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- that conduct or communication substantially or unreasonably interferes with an individual's employment or education, or creates an intimidating, hostile or offensive employment or educational environment (i.e. the conduct is sufficiently serious to limit a student's or employee's ability to participate in or benefit from the educational program or work environment).

Examples of conduct which may constitute harassment based on sex if it meets the immediately preceding definition include:

- unwelcome sexual physical contact
- unwelcome ongoing or repeated sexual flirtation or propositions, or remarks
- sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- graphic comments about an individual's body
- sexual jokes, notes, stories, drawings, gestures or pictures

- spreading sexual rumors
- touching an individual's body or clothes in a sexual way
- displaying sexual objects, pictures, cartoons or posters
- impeding or blocking movement in a sexually intimidating manner
- sexual violence
- display of written materials, pictures, or electronic images
- unwelcome acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex stereotyping

B. Harassment Based on Race, National Origin, Disability or Religion

Harassment based on race, national origin, disability or religion consists of physical or verbal conduct, which may include use of cell phones or the internet, relating to an individual's race, national origin, disability or religion when the conduct

- creates an intimidating, hostile or offensive working or educational environment;
- substantially or unreasonably interferes with an individual's work or education; or
- otherwise is sufficiently serious to limit an individual's employment opportunities or to limit a student's ability to participate in or benefit from the education program.

Examples of conduct which may constitute harassment based on race, national origin, disability or religion if it meets the immediately preceding definition include:

- graffiti containing racially offensive language.
- name calling, jokes or rumors.
- physical acts of aggression against a person or his property because of the person's race, national origin, disability or religion.
- Hostile acts which are based on another's race, national origin, disability or religion
- Written or graphic material which is posted or circulated and which intimidates or threatens individuals based on their race, national origin, disability or religion.

C. Additional Prohibited Behavior

Behavior that is not unlawful may nevertheless be unacceptable for the educational environment or the workplace. Demeaning or otherwise harmful actions are prohibited particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation, or perceived sexual orientation or gender identity.

III. Complaint Procedure

A. Formal Procedure

1. File Report

Any student or school personnel who believes he or she has been the victim of harassment prohibited by law or by this policy by a student, school personnel or a third party should report the alleged harassment to one of the compliance officers designated in this policy or to

any school personnel. The alleged harassment should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Further, any student who had knowledge of conduct which may constitute prohibited harassment should report such conduct to one of the compliance officers designated in this policy or to any school personnel. Any school personnel who have notice that a student or other school personnel may have been a victim of prohibited harassment shall immediately report the alleged harassment to one of the compliance officers designated in this policy.

The reporting party should use the form, Report of Harassment, GBA-F/JFHA-F to make complaints of harassment. However, oral reports and other written reports are also accepted. The complaint should be filed with either the building principal or one of the compliance officers designated in this policy. The principal shall immediately forward any report of alleged prohibited harassment to the compliance officer. Any complaint that involves the compliance officer or principal shall be reported to the superintendent.

The complaint, and identity of the complainant and alleged harasser, will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. Additionally, a complainant who wishes to remain anonymous shall be advised that such confidentiality may limit the School Division's ability to fully respond to the complaint.

2. Investigation

Upon receipt of a report of alleged prohibited harassment, the compliance officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which generally should be not later than 14 school days after receipt of the report by the compliance officer. Upon receiving the complaint, the compliance officer shall acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the person complaining of harassment and the person accused of harassment. Also upon receiving the complaint, the compliance officer shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the alleged harasser and the complainant and, in cases involving potential criminal conduct, determining whether law enforcement officials should be notified. If the compliance officer determines that more than 14 school days will be required to investigate the complaint, the complainant and the accused shall be notified of the reason for the extended investigation and of the date by which the investigation will be concluded. If the alleged harassment may also constitute child abuse, then it must be reported to the Department of Social Service in accordance with Policy JHG/GAE, Child Abuse and Neglect Reporting.

The investigation may consist of personal interviews with the complainant, the alleged harasser, and any others who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint. The investigation will consider witnesses and evidence from both the alleged harasser and the person allegedly harassed. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the completion of the investigation.

In determining whether the alleged conduct constitutes a violation of this policy, the division shall consider, at a minimum: (1) the surrounding circumstances; (2) the nature of the

behavior: (3) past incidents or past or continuing patterns of behavior ; (4) the relationship between the parties; (5) how often the conduct occurred; (6) the identity of the alleged perpetrator in relation to the alleged victim (i.e., whether the alleged perpetrator was in a position of power of the alleged victim); (7) the location of the alleged harassment; (8) the ages of the parties and (9) the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed after a complete and thorough investigation.

The Compliance Officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged harassment conducted under this policy or by an appropriate state or federal agency.

3. Action by Superintendent

Within 5 school days of receiving the compliance officer's report, the superintendent or designee shall issue a decision regarding whether this policy was violated. This decision must be provided in writing to the complainant and the alleged perpetrator. If the superintendent or superintendent's designee determines that it is more likely than not that prohibited harassment occurred, the Lexington City School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or discharge. Whether or not the superintendent or superintendent's designee determines that prohibited harassment occurred, the superintendent or superintendent's designee may determine that school-wide or division-wide training be conducted or that the complainant receives counseling.

4. Appeal

If the superintendent or superintendent's designee determines that no prohibited harassment occurred, the employee or student who was allegedly subjected to harassment may appeal this finding to the School Board within 5 school days of receiving the decision. Notice of appeal must be filed with the superintendent who shall forward the record to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party, the superintendent, and any other individual the School Board deems relevant. Written notice of the School Board's decision will be given to both the alleged harasser and the person allegedly harassed.

If the superintendent or superintendent's designee determines that prohibited harassment occurred and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed.

Employees may choose to pursue their complaints under this policy through the relevant employee grievance procedure instead of the complaint procedure in this policy.

5. Compliance Officer and Alternate Compliance Officer

The Lexington City School Board has designated:

Jason White, Director of Operations & Student Services

300 Diamond Street, Lexington, VA 24450

Tel: 540-463-7146; Email: jwhite@lexedu.org

as the Compliance Officer responsible for identifying, investigating, preventing and remedying prohibited harassment. Complaints of harassment may also be made to the Alternate Compliance Officer:

Melanie Camden, Principal, Harrington Waddell Elementary School

100 Pendleton Place, Lexington, VA 24450

Tele: 540-463-5353; Email: mcamden@lexedu.org

The Compliance Officer shall:

- receive reports or complaints of harassment;
 - conduct or oversee the investigation of any alleged harassment;
 - assess the training needs of the school division in connection with this policy;
-
- arrange necessary training to achieve compliance with this policy; and
 - ensure that any harassment investigation is conducted by an impartial investigator who is trained in the requirement of equal employment/education opportunity, and has the authority to protect the alleged victim and others during the investigation.

B. Informal Procedure

If the complainant and the person accused of harassment agree, the student's principal or principal's designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher or administrator.

If the complainant and the person accused of harassment agree to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure at any time in favor of the initiation of the Formal Procedures set forth herein. The principal or principal's designee shall notify the complainant and the person accused of harassment in writing when the complaint has been resolved. The written notice shall state whether prohibited harassment occurred.

IV. Retaliation

Retaliation against students or school personnel who report harassment or participate in any related proceedings is prohibited. The School Division shall take appropriate action against students or school personnel who retaliate against any student or school personnel who reports alleged harassment or participates in related proceedings. The Compliance Officer will inform persons who make complaints, who are the subject of complaints, and who participate in investigations, of how to report any subsequent problems.

V. Right to Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited harassment including initiating civil action, filing a complaint

with outside agencies or seeking redress under state or federal law.

VI. Prevention and Notice of Policy

Training to prevent harassment prohibited by law or by this policy is included in employee and student orientations as well as employee in-service training.

This policy is (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel, (2) included in the student and employee handbooks; and (3) sent to parents of all students within 30 calendar days of the start of school. Further, all students, and their parents/guardians, and employees are notified annually of the names and contact information of the Compliance Officers.

VII. False Charges

Students or school personnel who knowingly make false charges of harassment shall be subject to disciplinary actions as well as any civil or criminal legal proceedings.

Adopted: May 2002
Revised: June 21, 2011
October 2012
May 2015

Legal Refs: 20 U.S.C. §§ 1681-1688
29 U.S.C. § 794
42 U.S.C. §§ 2000d-2000d-7
42 U.S.C. §§ 2000e-2000e-17
42 U.S.C. § 2000ff-1
34 C.F.R. 106.9

REPORT OF HARASSMENT

Name of Complainant: _____

For Students, School Attending: _____

For Employees, Position: _____

Address, Phone Number: _____

Email Address: _____

Date(s) of Alleged Incident(s) of Harassment: _____

Name of person(s) you believe harassed you or others: _____

If the alleged harassment was toward another, please identify that person: _____

Please describe in detail the incident(s) of alleged harassment, including where and when the incident(s) occurred. Please note any witnesses that may have observed the incident(s). Please include a description of any past incidents that may be related to this complaint. Attach additional pages if necessary.

I certify that the information provided in this report is true, correct and complete to the best of my knowledge:

Signature of Complainant Date

Complaint Received By:

(Principal or Compliance Officer) Date

Adopted: May 18, 2009

Revised: October 2012

§ 22.1-279.3. Parental Responsibility and Involvement Requirements

A. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the **standards of student conduct** and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.

B. A school board shall provide opportunities for parental and community involvement in every school in the school division.

C. Within one calendar month of the opening of school, each school board shall, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student (i) a notice of the requirements of this section; (ii) a copy of the school board's **standards of student conduct**; and (iii) a copy of the compulsory school attendance law. These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions.

Each parent of a student shall sign and return to the school in which the student is enrolled a statement acknowledging the receipt of the school board's **standards of student conduct**, the notice of the requirements of this section, and the compulsory school attendance law. Each school shall maintain records of such signed statements.

D. The school principal may request the student's parent or parents, if both parents have legal and physical custody of such student, to meet with the principal or his designee to review the school board's **standards of student conduct** and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory school attendance law, and to discuss improvement of the child's behavior, school attendance, and educational progress.

E. In accordance with the due process procedures set forth in this article and the guidelines required by § 22.1-279.6, the school principal may notify the parents of any student who violates a school board policy or the compulsory school attendance requirements when such violation could result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed a petition. The notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compulsory school attendance compliance; (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (iv) that a petition with the juvenile and domestic relations court may be filed under certain circumstances to declare the student a child in need of supervision.

F. No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.

G. Upon the failure of a parent to comply with the provisions of this section, the school board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior or school attendance, as follows:

1. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in subsection D of this section, to review the school board's **standards of student conduct** and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet; or

2. If the court finds that a parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student's receiving a second suspension or being expelled, it may order the student or his parent, or both, to participate in such programs or such treatment, including, but not limited to, extended day programs, summer school, other educational programs and counseling, as the court deems appropriate to improve the student's behavior or school attendance. The order may also require participation in a parenting, counseling or a mentoring program, as appropriate or that the student or his parent, or both, shall be subject to such conditions and limitations as the court deems appropriate for the supervision, care, and rehabilitation of the student or his parent. In addition, the court may order the parent to pay a civil penalty not to exceed \$500.

H. The civil penalties established pursuant to this section shall be enforceable in the juvenile and domestic relations court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in subdivision G 2. Upon the failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city, or town shall enforce the collection of such civil penalties.

I. All references in this section to the juvenile and domestic relations court shall be also deemed to mean any successor in interest of such court.

(1995, c. 852; 1996, c. 771; 2000, c. 538; 2001, cc. 688, 820; 2004, c. 573.)

COMPULSORY ATTENDANCE

Code of Virginia Section 22.1-254 – Compulsory Attendance Required

“Every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached the fifth birthday on or before September 30th of any school year and who has not passed the eighteenth birthday shall, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, send such child to a public school or to a private, denominational or parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the division superintendent or provide for home instruction of such child as described in 22.1-254.1.”

STANDARDS OF STUDENT CONDUCT

The following are standards of student conduct established by the School Board for all students. The consequences of any act are determined on the basis of the facts presented in each situation in the reasonable discretion of the Board, its designated committees and other appropriate school officials.

1. Assault and Battery

A student shall not assault or commit battery upon another person on school property, on school buses or during school activities on or off school property.

An assault is a threat of bodily injury.

A battery is any bodily hurt, however slight, done to another in an angry, rude or vengeful manner.

2. Attendance; Truancy

Students shall attend school on a regular and punctual basis unless otherwise excused in accordance with School Board policy or regulation. (See Policy JED Student Absences/Excuses/Dismissals.)

If a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

3. Bomb Threats

Students shall not engage in any illegal conduct involving firebombs, explosive or incendiary materials or devices or hoax explosive devices or chemical bombs as defined in the Code of Virginia. Moreover, students shall not make any threats or false threats to bomb school personnel or school property.

4. Bullying

A student, either individually or as a part of a group, shall not bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes, but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities.

"Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict.

5. Bus-Related Offenses

Students shall not behave in a disruptive manner or otherwise violate these Standards of Conduct while waiting for a school bus, while on a school bus or after being discharged from a school bus.

6. Cheating

Students are expected to perform honestly on schoolwork and tests. The following actions are prohibited:

- cheating on a test or assigned work by giving, receiving, offering and/or soliciting information
- plagiarizing by copying the language, structure, idea and/or thoughts of another
- falsifying statements on any assigned schoolwork, tests or other school documents

7. Communication Devices

Students may possess a beeper, cellular telephone, smart phone, tablet, Personal Digital Assistant (PDA) or other communications device on school property, including school buses, provided that the device must remain off and out of sight during instructional time unless it is being used for instructional purposes at the direction of the student's teacher.

At no time may any device be used with an unfiltered connection to the Internet.

The division is not liable for devices brought to school or school activities.

If a student possesses or uses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent.

8. Defiance of the Authority of School Personnel

Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by Board policies and regulations.

9. Disruptive Conduct

Students are entitled to a learning environment free of unnecessary disruption. Any physical or verbal disturbance which interrupts or interferes with teaching and orderly conduct of school activities, is prohibited.

10. Electronic Cigarettes

Students shall not possess electronic cigarettes on school premises, on school buses or at school sponsored activities.

11. Extortion

No student may obtain or attempt to obtain anything of value from another by using a threat of any kind.

12. Felony Charges

Students charged with any offense, wherever committed, that would be a felony if committed by an adult may be disciplined and/or required to participate in prevention/intervention activities.

13. Fighting

Exchanging mutual physical contact between two or more persons by pushing, shoving or hitting with or without injury is prohibited.

14. Gambling

A student shall not bet money or other things of value, or knowingly play or participate in any game involving such a bet, on school property, on school buses or during any school related activity.

15. Gang Activity

Gang-related activity is not tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students). (See Policy JFCE Gang Activity or Association.)

16. Harassment

A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions.

17. Hazing

Students shall not engage in hazing.

Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

The principal of any school at which hazing which causes bodily injury occurs shall report the hazing to the local Commonwealth Attorney.

18. Internet Use

Students shall abide by the Lexington City School Division's Acceptable Computer Use Policy and Regulation. (See Policy IIBEA Acceptable Computer System Use.)

19. Laser Pointers

Students shall not have in their possession laser pointers.

20. Other Conduct

In addition to these specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state or local law.

21. Possession or Use of Weapons or Other Dangerous Articles

Students shall not have in their possession any type of unauthorized firearm or other article which may be used as a weapon, regardless of whether it is commonly accepted as such. (See Policy JFCD Weapons in School.)

22. Profane, Obscene or Abusive Language or Conduct

Students shall not use vulgar, profane or obscene language or gestures or engage in conduct that is vulgar, profane, obscene or disrupts the teaching and learning environment.

23. Reports of Conviction or Adjudication of Delinquency

Any student for whom the superintendent has received a report pursuant to Va. Code § 16.1-305.1 of an adjudication of delinquency or a conviction for an offense listed in subsection G of Va. Code § 16.1-260 may be suspended or expelled.

24. Stalking

Students shall not engage in a pattern of behavior that places another person in fear of serious harm.

25. Student Dress

Students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited.

Clothing should fit, be neat and clean, and conform to standards of safety, good taste and decency. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops, backless blouses or blouses with only ties in the back, clothing constructed of see-through materials and head coverings unless required for religious or medical purposes.

Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior.

Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal.

Students not complying with this policy will be asked to cover the noncomplying clothing, change clothes or go home.

26. Theft

A student shall not intentionally take or attempt to take the personal property of another person by force, fear or other means.

27. Threats or Intimidation

Students shall not make any verbal, written, or physical threat of bodily injury or use of force directed toward another person. Students shall not use electronic technology or communication devices, such as the internet or cell phones, to intimidate or threaten for any reason.

28. Trespassing

Students shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion.

29. Use and/or Possession of Alcohol, Tobacco, Anabolic Steroids, and Other Drugs

A student shall not possess, use, or distribute any of the restricted substances listed below on school property, on school buses or during school activities, on or off school property.

A student shall not attempt to possess, use, consume, procure and/or purchase, any of the restricted substances listed below or what is represented by or to the student to be any of the restricted substances listed below or what the student believes is any of the restricted substances listed below.

A student shall not be under the influence of any of the restricted substances listed below, regardless of whether the student's condition amounts to legal intoxication.

Restricted substances include but are not limited to alcohol, tobacco and inhalant products, and other controlled substances defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia, such as anabolic steroids, stimulants, depressants, hallucinogens, marijuana, imitation and look-alike drugs, drug paraphernalia and any prescription or non-prescription drug possessed in violation of School Board policy.

The School Board may require any student who has been found in possession of, or under the influence of, drugs or alcohol in violation of School Board policy to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program.

In addition to any other consequences which may result, a student who is a member of a school athletic team will be ineligible for two school years to compete in interscholastic athletic competition if the school principal and the division superintendent determine that the student used anabolic steroids during the training period immediately preceding or during the sport season of the athletic team, unless such steroid was prescribed by a licensed physician for a medical condition.

30. Vandalism

Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the School Board. In addition, students shall not willfully or maliciously damage or deface property belonging to or under the control of any other person at school, on a school bus or at school-sponsored events.

CORRECTIVE ACTIONS

The following corrective actions are among those available to the school administration for violation of the Student Code of Conduct. The facts and circumstances of each offense are considered fully in determining reasonable corrective actions.

1. Counseling
2. Admonition
3. Reprimand
4. Loss of privileges, including access to the School Division's computer system
5. Parental conferences
6. Modification of student classroom assignment or schedule
7. Student behavior contract
8. Referral to student assistance services
9. Removal from class
10. Initiation of child study process

11. Referral to in-school intervention, mediation, or community service programs
12. Tasks or restrictions assigned by the principal or his designee
13. Detention after school or before school
14. Suspension from school-sponsored activities or events prior to, during, or after the regular school day
15. In-school suspension
16. Out-of-school suspension
17. Referral to an alternative education program
18. Notification of legal authority where appropriate
19. Recommendation for expulsion including recommendation for expulsion for possessing a firearm, destructive device, firearm muffler, firearm silencer or pneumatic gun on school property or at a school-sponsored event and recommendation for expulsion for having brought a controlled substance, imitation controlled substance or marijuana onto school property or to a school sponsored activity
20. Evaluation for alcohol or drug abuse
21. Participation in a drug, alcohol or violence intervention, prevention or treatment program

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October 2013
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February 2015

Legal Refs.: Code of Virginia, 1950, as amended, §§ 18.2-56, 18.2-83, 18.2-85, 18.2-87.1, 18.2-119, 18.2-308, 18.2-308.1, 18.2-308.7, 18.2-371.2, 18.2-433.1, 22.1-70.2, 22.1-78, 22.1-202, 22.1-253.13:7.C.3, 22.1-276.3, 22.1-277, 22.1-277.07:1, 22.1-277.08, 22.1-277.2, 22.1-279.1, 22.1-279.6, 46.2-323, 46.2-334.001.

Student Code of Conduct Policy Guidelines (Virginia Board of Education October 2013).

Information Brief: Cyberbullying and School Policy (Virginia Department of Education August 2008).

SPECIAL EDUCATION RECORDS DESTRUCTION PUBLIC NOTICE

Confidential special education records are retained for five years after a student graduates, completes Board of Education program, transfers, or withdraws from the Lexington City School Division. After that time period, confidential special education records are disposed of via confidential destruction, unless the parent/guardian/adult student notifies the school division otherwise. The parent/guardian/adult student may request a copy of the records. A valid picture ID must be presented at the time the records are picked up. For additional information, please contact the Lexington City Schools' Central Office at 540-463-7146.

Library of Virginia, GS-21, Series 008224

HOME INSTRUCTION RECORDS DESTRUCTION PUBLIC NOTICE

Home Instruction records are retained for five years after the last action with the Home Instruction program. After that time period, home instruction records are disposed of via confidential destruction, unless the parent/guardian/adult student notifies the school division otherwise. The parent/guardian/adult student may request a copy of the records. A valid picture ID must be presented at the time the records are picked up. For additional information, please contact the Lexington City Schools' Central Office at 540-463-7146.

Library of Virginia, GS-21, Series 008103